



City Update

News and Information for City of Saint Paul Employees

May 7, 1999

Inside This Issue

B-BOP To Work

Special Feature: What to do if an employee is injured on the job

Grand Old Day Volunteers Needed

Your Credit Union

Mayor

Norm Coleman

Council Members

Jerry Blakey

Christopher Coleman

Michael Harris

Jay Benanav

Jim Reiter

Dan Bostrom

Kathy Lantry



B-BOP Your Way To Work May 16-22

How did you get to work today? If you drove, you help make up the nine out of 10 people who drive alone to work every day. The other 10 percent of the population make up those who either B-BOP - Bike, take the Bus Or Pool (as in car pool) - to work or are at least willing to try.

May 16 - 22 is Commuter Choice Week, a special week of events to celebrate and try these environmentally-sound ways of getting to work.

Take advantage of Commuter Choice Week by trying a different way to get to work. Bike, take the bus, car pool, walk, in-line skate or telecommute, just don't drive alone. Commuter Choice Week is the perfect time to tackle the stress, the strain and the expense of driving alone. What's more, there is help to do it. Call the B-BOP Hotline at 651-602-1602 for more information on a variety of ways to commute to work.

Or you can participate in these two Saint Paul B-BOP events:

Commuter Bike Rides

May 20

7:15 a.m.

Join Twin Cities Bicycling Club ride leaders for commutes on designated bike routes to downtown Saint Paul. Refreshments provided from 6:30 - 7:30 a.m. Rides leave at 7:15 a.m. Check out www.bbop.org for locations and maps.

B-BOP Relay Race and Celebration

May 20 11 a.m. - 1 p.m. Rice Park

Teams of four will compete for prizes. Competition begins at 11:30 a.m. Register your team before May 14 and each teammate will receive a B-BOP t-shirt. For more information or to register your team, call the B-BOP Hotline at 651-602-1602.

City/County Blood Drive - May 25

The generosity of City employees can help make this Memorial Day Weekend memorable. **The next City/County Blood Drive will be held from 8:30 a.m. - 2:15 p.m. on Monday, May 25, in Rooms 40-42 Courthouse basement.** Blood Donation only takes about an hour of your time.

To minimize waiting time, the Red Cross is introducing "Appointments Please." To arrange a time to donate blood, contact Linda Crosby at 266-6530 or linda.crosby@ci.stpaul.mn.us

Blood cannot be manufactured. It only comes from people like you. Thank you for saving lives.

Saint Paul
Celebrating 150 Years

What to do if you or your employee is injured on the job

Work-Related Injury Procedures

The City of Saint Paul contracts with a managed care provider, Preferred WorkCare, for determining medical appropriateness of treatment for work-related injuries. **However, the City's Risk Management Division will determine if your workers compensation claim will be approved.** As participants in Preferred WorkCare, employees and supervisors are to use the following steps in the event of a work-related injury:

Employees:

- ✓ **Call 911** immediately if the injury is life threatening. **For emergency situations**, seek medical care from any available emergency provider.
- ✓ Report the injury to your supervisor immediately. Bring your Preferred WorkCare ID card with you when seeking medical attention.
- ✓ Complete an Employee's Safety Report **within 24 hours** of the injury and submit it to your supervisor. This report must be completed for all injuries, even if no medical attention was necessary and/or there was no time lost from work.
- ✓ If medical attention is necessary, you must receive that care from a Preferred WorkCare provider, preferably:

Minnesota Occupational Health
1661 St. Anthony Ave, 2nd floor
St. Paul, MN 55104
(651) 646-0491
Mon-Fri 8 a.m. - 5 p.m.

If you choose not to use Minnesota Occupational Health, a complete list of all Preferred WorkCare providers is available from your supervisor, or you may contact Preferred WorkCare at (612) 331-0270 for information about other providers. You may see your own doctor instead of a Preferred WorkCare provider only if you have seen that doctor twice within the past two years.

Important: You must seek medical support on your first day of lost time from work. Urgent situations may be seen on a "walk-in" basis at the above provider.

- ✓ Upon arrival at the clinic, show your Preferred WorkCare ID card to clinic personnel and inform them that you are a participant in Preferred WorkCare. **This is for work-related injuries only.**
- ✓ After each clinic visit, you must obtain a "Work Ability" form. Return this form to your supervisor immediately.
- ✓ Remind the doctor that all tests and procedures (e.g., hospital admission, surgery, MRIs, etc.) must be pre-approved by Preferred WorkCare, or they might not be paid.
- ✓ **Please note:** If your injury occurs during an evening shift or on the weekend, the following clinic has extended office hours:

MinnHealth Family Physicians- Maplewood
1841 North Saint Paul Road
Maplewood, MN 55109
(651) 777-0298

Mon-Fri	8:30 a.m. - 9:00 p.m.
Saturday	8:30 a.m. - 5:00 p.m.
Sunday	8:30 a.m. - 4:00 p.m.

- ✓ Please contact the City's Risk Management Division at (651) 266-8880 if you have any questions about work-related injuries, workers compensation, or these procedures.

Supervisors:

- ✓ Provide all new employees with information about how to report work-related injuries; give employees a Preferred WorkCare ID card. A supply of these cards is available from Preferred WorkCare at (612) 331-0270.
- ✓ For non-emergency work-related injuries requiring medical attention, encourage employees to go to Minnesota Occupational Health for care. Remind employees to show their Preferred WorkCare ID to clinic personnel, and tell them they must obtain a Work Ability form from the doctor at each visit.
- ✓ If an employee chooses not to go to Minnesota Occupational Health, provide the employee with a list of other medical providers. You can obtain an up-to-date list of providers from Preferred WorkCare at (612) 331-0270.



Work Injury - Continued from Page 2

- ✓ If the injury occurs during an evening shift or on the weekend, MinnHealth Family Physicians-Maplewood has extended office hours, and employees can use this clinic.
- ✓ Obtain a Work Ability form from the employee after each visit to a doctor and immediately send it to the Risk Management Division, 150 City Hall, or fax it to Risk Management at (651) 266-8886.
- ✓ **Important:** employees must seek medical support on their first day of lost time from work. Urgent situations can be seen on a "walk-in" basis at Minnesota Occupational Health.
- ✓ If an employee is injured on the job, you must do the following **within 24 hours**, even if no medical attention was necessary and/or there was no time lost from work:
 - ✓ Complete a First Report of Injury form and immediately fax it to Preferred WorkCare at (612) 623-1997. Send the original to the Risk Management Division, 150 City Hall. This report is to be completed by the supervisor or department liaison, not by the injured employee. The only form the employee completes is the Employee's Safety Report.
 - ✓ Complete a Supervisor's Safety Report. Send the green and blue copies to the Risk Management Division, 150 City Hall; give the pink copy to your department director; and retain the goldenrod copy for your files.
 - ✓ Obtain the Employee's Safety Report from the injured employee. Send the white and canary copies to the Risk Management Division, 150 City Hall; give the pink copy to your department director; and retain the goldenrod copy for your files.

Please note: You can obtain additional blank report forms from the Risk Management Division by calling (651) 266-8880.

- ✓ If a serious injury occurs, you must report this to Minnesota OSHA at (651) 296-2116 **within 48 hours** of occurrence, and notify the City's Risk Management Division at (651) 266-8880. Fatal accidents must be reported to Minnesota OSHA **within 8 hours**.

Please contact the City's Risk Management Division at (651) 266-8880 if you have any questions about work-related injuries, workers' compensation or these procedures.

Event Spotlight

Volunteers Needed for Grand Old Day

Grand Old Day, the largest one day street festival in the Midwest, will be held Sunday, June 6, on Saint Paul's Grand Avenue.



The need for volunteers is growing for this event and the Grand Avenue Business Association is seeking your help. Volunteers for Grand Old Day work a three-hour shift selling wrist bands, working information booths, etc. Most volunteer positions require a attendance at one of several short alcohol awareness sessions scheduled for Friday, June 4, and Saturday, June 5.

Volunteers receive a Grand Old Day t-shirt, an invitation to a thank-you party and other goodies!

If you can be part of fun or need more information, please call Volunteer Coordinators Ed Pfeifer, Norwest Bank, at 651-205-5500 or Diane Brekke, Norwest Bank, at 651-205-5480.

Seeking Employees for City Update Spotlight

Do you know an employee who deserves special recognition? We are seeking those who go above and beyond the call of duty to do their job, improve the work place, the city or the lives of others. Please provide names to Jodi Ellwood at 266-8528 or jodi.ellwood@ci.stpaul.mn.us

It really is *your* Credit Union

It was 1928 when a small group of employees from the City of Saint Paul and Ramsey County decided to pool their resources and open a Credit Union that would allow members to save and borrow at competitive rates. Seventy-one years later, their vision is still being realized by the 33,000 members of City & County Credit Union – your Credit Union.

All city employees (and retirees receiving pension benefits from the City) are eligible for membership. Simply opening a Share Savings account with a \$5 deposit opens up all of CCCU's services to the new member. Once you are a member, your family members are also eligible to join the Credit Union. Loans remain one of the most used services by our members. Because Credit Unions are owned by our members, we can offer lower rates and fewer fees than most profit-driven banks. CCCU is also proud to offer our members the convenience of carrying out their transactions from their home through ATLAS, our telephone teller and PC FIRST computer access.

When you add to this our Share Checking accounts, Shazam ChekCard, VISA Credit Cards and three Saint Paul-area locations, you can see why so many City employees have chosen membership at City & County Credit Union. Why not join them? Any questions about membership and services can be answered by a call to our TeleCenter at 651-225-2700 (TDD 651-225-2761). You can also check out our web site at www.cccu.com.

Credit Union deposits are insured for up to \$100,000 by the National Credit Union Administration (NCUA), a U.S. Government Agency.

City Update

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City Update is a bi-weekly newsletter for City employees published by the Citizen Service Office of the city of Saint Paul. Submission deadline is noon on Tuesday, one week before payday. Call 266-8528 for information or for a calendar.

150 Trivia

May 7 Trivia

Q: Who is the sculptor of the statue of F. Scott Fitzgerald in Rice Park?

Answer to April 23 Trivia

Q: Which Saint Paul church is based on the famous Ludwigskirche in Munich?

A. Assumption Church

Job Openings as of May 7, 1999

Application Deadline	Job Title	Bi-Weekly or Hourly Salary Rate	Exam Date
Open	Clerk -Typist II	\$867.58	TBN
Open	Communications Technician	\$1359.09	TBN
Open	Communications Technician Trainee	\$1111.53	TBN
Open	DIRECTOR OF PARKS AND RECREATION	\$67,021 Annual	Quals
05/20/99	Environmental Health Specialist I	\$1346.28	06/04/99
Open	House Custodian I (part-time)	\$7.00 per hr	TBN
Open	IS Information/Technical Analyst I	\$1139.99	TBN
Open	IS Information/Technical Analyst II	\$1326.60	TBN
Open	IS Information/Technical Analyst III	\$1470.98	TBN
Open	IS Systems Support Specialist I	\$1030.42	TBN
Open	IS Systems Support Specialist II	\$1089.46	TBN
Open	IS Systems Support Specialist III	\$1326.60	TBN
Open	Labor Relations Manager	\$2182.22	TBN
Open	Library Associate (part-time)	\$1086.23	Quals
Open	Park Aide (seasonal/part-time)	\$6.88 per hr	Quals
Open	Parks & Recreation Assistant (seasonal/part-time)	\$5.50 per hr	TBN
Open	Recreation Leader (part-time)	\$8.08 per hr	Quals
Open	Ticket Sellers - RiverCentre (part-time)	\$5.50 per hr (in training)	TBN
Open	Water Safety Instructor & Life Guard (seasonal)	\$7.75 and \$7.25	TBN

** This is a walk-in examination. Do not submit a job application before the test. Note: Call or visit the Office of Human Resources (400 City Hall Annex) to receive the official job announcement for these positions. Phone: 651-266-6500 (TTY/TDD 651-266-6501). For jobs announced after April 29, call our 24-hour job line 651-266-6502.